

DRAFT Minutes
HUMAN RESOURCES COMMITTEE (HRC)
Monday, November 8, 2010; 6:00 p.m.
Municipal Building - *Chambers*

I. **Call to Order:** Chair Ruth Danner called the meeting to order at 6:00 p.m.

Present: Chair Ruth Danner, Bob Doll, Mary Becker, Karen Crane

Absent: None.

Other Assemblymembers Present: Jonathan Anderson

Staff Present: Deputy Clerk Beth McEwen, Community Development Director Dale Pernula, Planning Manager Greg Chaney, Planner I Nicole Jones, Municipal Clerk Laurie Sica

II. **Agenda Changes:** Chair Danner added two items to the agenda under Other Businesses:

B. Discussion of Liquor Licenses being included on Assembly Consent Agenda

C. Discussion on CBJ Board, Committee, Commission Informational Pamphlet

III. **Public Participation on Non-Agenda Items:** None.

IV. **Approval of Minutes**

A. October 25, 2010 Human Resources Committee Meeting

Hearing no objection, the minutes of the October 25, 2010 Human Resources Committee were approved.

V. **New Business**

A. Juneau Human Rights Commission – Appointment

There was one seat open on the Juneau Human Rights Commission for a term expiring May 31, 2011 and one application had been received from Edward L. Hotch.

MOTION by Mr. Doll to recommend the Assembly appoint Edward L. Hotch to the open seat on the Juneau Human Rights Commission for a term expiring May 31, 2011 and to the subsequent full three-year term expiring May 31, 2014. *Hearing no objection, the motion carried.*

B. Social Services Advisory Board – Appointment

There were two seats open on the Social Services Advisory Board for terms expiring September 30, 2012 and two applications had been received from Eva Raczowski Bennett and Suzanne Dutson.

MOTION by Ms. Becker to recommend the Assembly appoint Eva Bennett and Suzanne Dutson to the open seats on the Social Services Advisory Board for terms expiring September 30, 2012. *Hearing no objection, the motion carried.*

C. FFY 2010 Community Development Block Grant (CDBG) Application Review

Staff from the Community Development Department, Nicole Jones and Greg Chaney, gave a presentation on the Community Development Block Grant submissions received. There were five

proposals from community groups which had been submitted for consideration. Those five project submissions were:

- 1) Juneau Community Early Learning and Youth Care Center
- 2) Cold Storage Facility
- 3) Human Powered Monorail
- 4) Renovation and Remodeling of REACH's 1814 Mark Alan group home
- 5) AWARE – proposal for the next phase of their center to provide transitional housing with six apartments for women and families transitioning from AWARE's emergency shelter.

The criteria categories staff used in reviewing the proposals included: Project Description & Selection/Citizen Participation Plan, Project Plan/Readiness, Project Impact, Budget/Match/In-kind, and Administrative Capabilities.

Representatives of some of the projects were in the audience to provide additional information and answer questions by committee members.

Ms. Jones gave an overview of the five projects and how the Community Development Department (CDD) reviewed and scored each project. Some of the proposals submitted did not include complete information so additional materials had been submitted via email and were also distributed to the Human Resources Committee members at the meeting. Based on the initial submissions, CDD staff originally recommended the Assembly choose the AWARE proposal but now that additional materials have been received for a number of the proposals, staff does not have a final recommendation at this time.

Following is an overview of each of the proposals along with testimony, committee members' questions, and any additional information received.

1) Juneau Community Early Learning and Youth Care Center

Samantha Adams, Owner of TLC Child Care submitted a proposal for an Early Care Center in Juneau. Ms. Adams distributed packets of additional materials at the meeting for the committee's consideration. Staff review showed that this project is fundable, the community need for the project exists and there is potential for large community impact if the project were to be funded. Their concerns were the fact that it is not ready to go at this time. While there is potential partnership with St. Vincent de Paul, a site has not yet been secured for the project and there are no matching funds.

Ms. Adams said that although they do not have any matching funds secured for the program, she is currently operating as a licensed child care provider in her home and would donation \$25,000 worth of materials, equipment, supplies and with the St. Vincent de Paul partnership, they too would donate approximately \$65,000 in materials, equipment and supplies. As for the timeframe, she said the timing depends on whether they can obtain an existing facility or if they'd have to build from the ground up. She anticipates they could be operational within six months of obtaining their site.

2) Cold Storage Facility

Dave Hanna, owner of the land and building where they are proposing a for-profit Cold Storage Facility in the Lemon Creek spoke to the HRC. He explained that there are currently two connected buildings already on the site as well as an additional acre of land for expansion purposes. The site is already secured and zoned industrial and Mr. Hanna said they anticipate the

facility to create jobs, primarily for those for low and moderate income employees. There would need to be some upgrades done to the water and sewer systems but it is anticipated that since this is an existing structure, there would not have to be a lot of additional work done and it would take approximately 90 days to complete the project once it is begun. They are asking for the CDBG funds under the special economic development category where low and moderate income persons would be employed. Mr. Hanna provided some additional materials regarding the project outlining the anticipated jobs that would be created as well as the anticipated budget. He said the operations of the facility would be by led by Len Peterson and Dick Hand. They had taken some time to evaluate the need for the facility and their analysis indicated that at present, no more than 200,000 lbs is the current demand and while that amount would generate income, it would only justify half of that initial expenditure before them and that is why they are requesting funding through the CDBG program.

Mr. Doll asked if there would be any private investments in this venture to which Mr. Hanna replied that he is putting up the property and buildings towards the project. He also indicated that Mr. Peterson, Mr. Hand, and he would be creating a business entity, either in the form a partnership or some other operating entity to create and control the cold storage. Mr. Doll commented that if the project fails, Mr. Hanna doesn't loose his property or buildings.

Mr. Pernula added that there may be some risks in going with this type of a grant as there has to be a target number of jobs in which at least 51% of those jobs have to benefit low or moderate income persons and if they don't hit that target number, the City and Borough of Juneau, as the grantee, would be responsible to pay back that grant. CBJ could decide to put that back onto the applicant and say if you don't meet those job target figures, would the applicant be willing to cover that cost and would they have collateral to do so. Ms. Danner asked what the capacity is given the current space configurations of the buildings presently being proposed for this project. Mr. Hanna said that with the current buildings, remodeled to the specifications they are targeting, it would meet the cold storage capacity of 250,000 pounds.

3) Human Powered Monorail

Review by CDD staff indicated that this proposal was not fully developed, there was question as to its eligibility for the CDBG program and there were no matching funds identified. No one was present at the meeting from the group submitting this project to be able to answer any questions by the HRC or staff.

4) Renovation and Remodeling of REACH's 1814 Mark Alan group home

Peggy Schick from REACH said she and other representatives with the project were available to answer any questions the committee might have. The REACH group home located at 1814 Mark Alan Street is in need of substantial, almost complete renovations and remodeling as evidenced by the Engineer's Report they provided following their initial submission. This facility houses a program for persons with disabilities to live independently in their own homes, or in group homes as they are able. The project is ready to go with ground breaking to begin as soon as the ground conditions permit. They anticipate that the project could be complete by next fall prior to application process for the next year's CDBG.

CDD staff review indicated that the project is fundable and eligible for the CDBG program. It

will benefit a limited number of individuals, primarily those clients living in the house and those who provide staff assistance at the residence. The project has a 17% match which includes “in-kind” donations of \$50,000 cash match plus the land which is assessed at \$65,000. Estimates for construction costs are available and the project is ready to go. Ms. Danner asked if there is a plan for the residents during the construction phase to which Ms. Schick responded that the residents will be temporarily housed in other care facilities during project construction. Mr. Doll asked how many people live in the residence. Ms. Schick explained that there are five persons with disabilities currently living at the residence and two staff members who provide care on a round-the-clock basis.

5) AWARE

Saralyn Tabachnick, Director of AWARE, and staff member Mandy O’Neal-Cole spoke to committee regarding their proposal. Ms. Tabachnick explained that they have limited the scope of this project now to six units of transitional housing for use by families leaving AWARE’s emergency use shelter. This would be an extended stay shelter where AWARE clients can stay for a longer period of time. The next phase of the project would be to add space for supportive services and community living space but they are following a Housing First model where the idea is to provide housing first. The building would be safe and secure, much like the current AWARE shelter.

Ms. O’Neal-Cole explained the revised schematics from the architect which had been submitted to the committee earlier in the day via email. The elements they felt most important to maintain was the security of the building and its connection to the AWARE facility and to provide a transitional housing option to women and children moving out of AWARE emergency shelter. They are approaching this in a phased approach. She explained that the architect revised the numbers based on the phased approach limiting the current phase of the project to this piece.

Mr. Doll raised questions regarding the total amount of the overall project, how it is split up into phases and the amount of matching funds AWARE has raised so far and how much more they need to raise to fund the total project. His concerns that if they were to put this project forward for CDBG funding that it would be quite a few years before the project would be complete and that would prevent them from applying for future CDBG funding until the full project was complete. AWARE staff explained that by phasing the project, their understanding is that only the current phase of the project would have to be done before additional CDBG grants could be applied for. They also explained their anticipated timing would be that ground breaking could happen during the spring and this phase would be complete by next fall.

Mr. Chaney explained that we are not allowed to apply for housing projects under the CDBG but this project and the other projects we are looking at are part of larger programs and the housing piece is one element of their programs. He said these are facilities that are one element of a larger program being offered and not just building housing for the sake of housing.

MOTION by Mr. Doll to submit the proposal from REACH for the Community Development Block Grant application for purposes of discussion.

Ms. Crane asked CDD staff that with the additional documentation submitted by the various applicants

if staff would change their original recommendation from the REACH project to one of the other projects.

Ms. Jones stated that as a department, they did not get an opportunity to do a full review of each project with all the additional information so they did not reevaluate them to say which one they would recommend.

Ms. Danner asked that since this is a competitive grant statewide, if staff had any recommendation as to which project might have a better chance of being awarded, whether it made a difference if we were applying for something that was \$800,000 or \$600,000. Ms. Jones said the match is a big factor and the readiness of the project and the scope of the impact on the community.

Ms. Crane said her concern was with the scope of the project impact and that with the REACH project, while it is an excellent and needed project, the project impact is low. Her concern is that 25 points of the 100 points is given to project impact and the match is given another 25 points. She said the criteria for the CDBG is that they look for a 25% match and the REACH's project is lower than that so she asked staff how competitive they think the project might be on a statewide basis.

Mr. Chaney said that staff looked at the criteria given by the HUD folks in Fairbanks and he would agree with her assessment of the relative ranking. He said he wouldn't presume to determine the scoring but one project has a higher match than another, and one project reaches more people in the community than another and those are factors that would be weighed in the process.

Mr. Doll said he didn't see that any of these would produce significant employment opportunities. He said in pure numbers, the child care project might employ the highest number of individuals. He also mentioned that the child care proposal would match one of the Assembly's goals for the coming year but unfortunately it is not well developed. There is another project well developed but doesn't produce a large number of jobs. He went on to say that as far as the cold storage is concerned, it not only is going to have some growing years but it will have some competition in Southeast Alaska.

Mr. Pernula pointed out that the job creation criterion was only relevant to the economic development projects and not to the others types of project criteria.

Ms. Becker said that she thinks it is a tough decision as both the REACH and AWARE projects are very good proposals. She likes the fact that the AWARE project has proposed phases which is an indication of their anticipated growth. REACH has the need of repair to a facility that is being used right now and she is torn between the two.

Mr. Doll said to emphasize what Ms. Becker said, AWARE's project is very worthwhile and they have opportunities to get wide community support to build this but it is not an immediate requirement. As for the REACH proposal, this is a facility currently in place that needs assistance now before the roof starts leaking and needs to have the other issues addressed right away.

Chair Danner stated that the motion before the body is to recommend the Assembly apply for the Community Development Block Grant with the submission of the REACH project for consideration.
Hearing no objection, the motion carried.

VII. Unfinished Business - None.

VIII. Other Business

A. Full Assembly Sitting as HRC

Ms. Danner reminded members that a meeting of the Full Assembly sitting as HRC to interview applicants for the Planning Commission and Bartlett Regional Hospital Board has been scheduled for Monday, December 6, 2010 at 5:15pm.

B. Liquor Licenses on Assembly Consent Agenda

Ms. Danner asked Ms. McEwen to inform the committee about the proposal to place liquor licenses on the Assembly consent agenda in the future. Ms. McEwen explained that going through old agendas and minutes in the vault, she discovered that liquor licenses had at one time been listed on the consent agenda. She recommended that in order to save some time with HRC meetings, any routine liquor license renewals or other actions that do not have a staff recommendation for protest go straight to the Assembly's consent agenda. Any non-routine liquor license items or items that staff is recommending protest on would continue to be placed on the HRC agenda for discussion and be placed on the Assembly agenda under New Business. In the event of a protest, CBJ Code does require notification to the applicant of their right to an informal hearing before the Assembly stating with specificity the grounds for protest. Local governing bodies have a 60-day window in which to comment on any liquor license actions.

Ms. Danner asked if this would need to be changed via motion. Ms. McEwen explained that she discussed this with City Attorney John Hartle in relation to the Assembly Rules of Procedure and Mr. Hartle said he thought the current language within the rules of procedure would allow for this change of practice without needing a change to the language in the rules as they are currently written. Mr. Doll recommended the HRC support staff in the proposed recommendation to include routine liquor license actions on the Assembly consent agenda as suggested.

C. CBJ Board/Commission/Committee Informational Pamphlet

Ms. Danner said that now that she has had a chance to more thoroughly review the CBJ board informational pamphlet she has a number of changes she would like to have made. Ms. McEwen explained that earlier that day, a new version of the pamphlet had been printed with additional changes and she would distribute the latest version to the members.

D. Members Comments

Ms. Crane asked that the CDD report back to the committee on how the CDBG proposal fared and any comments that are made so next year we will know how they fared and Ms. Danner asked to hear about the wining proposal as well.

VIII. Adjournment - Chairman Danner adjourned the meeting at 6:51p.m.

Respectfully Submitted this _____ of _____, 2010.

Beth McEwen, CMC

Deputy Clerk